



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
**OKLAHOMA ARMY AND AIR NATIONAL GUARD**

3501 MILITARY CIRCLE  
OKLAHOMA CITY, OKLAHOMA 73111-4398  
(405) 228-5000 or DSN 940-3210

OKHRO-AGR

15 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Filling of Active Guard Reserve (AGR) Officer Positions

1. References:

- a. NGR 600-5, 20 February 1990
- b. AR 135-18, 19 June 1996

2. The purpose of this memorandum is to restate the procedures used by the Human Resources Office in filling officer AGR vacancies:

- a. The AGR office will take action on properly executed Standard Forms 52B, (Request for Personnel Actions) initiated and approved by Directors, MACOM/Organizational/Activity Supervisors.

- b. Directors, MACOM/Organizational/Activity supervisors may request reassignment of an onboard AGR officer serving in their respective command, to a position of equal grade.

- c. If a reassignment or transfer is not possible, the supervisor will request fill of the position, utilizing Standard Form 52B. When a request for fill is received in HRO-AGR it will be staffed to determine if the position is authorized for AGR fill based on Tier Level and Priority. The AGR Manager will determine how the position will be filled, ie: On-Board Announcement or Open Announcement. Vacant positions O-4 and above will be announced as On-Board only. Members interested in the position will be required to make application for the position as indicated on the vacancy announcement. The vacancy will normally be announced for a period of ten (10) days.

- d. When a Director, MACOM, or activity is below its authorized officer numbers based on the HRO Fiscal Year Voucher, and the vacancy is at the entry level (O-3 and below) the position will be announced as an Open Announcement. These vacancies will normally be announced for a period of twenty (20) days, open to members of the Oklahoma Army National Guard.

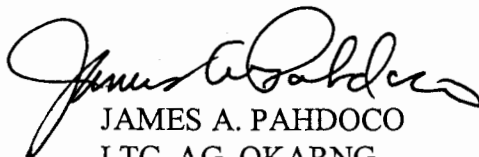
3. These procedures will be maintained on the HRO-AGR Web Page.

OKHRO-AGR

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4. Point of contract in this office is CW4 Hines at DSN 940-3242 or Commercial (405) 228-5242.

FOR THE ADJUTANT GENERAL:



JAMES A. PAHDOCO  
LTC, AG, OKARNG  
Director, Human Resources

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